



Dover/Kent County Metropolitan Planning Organization

P.O. Box 383, Dover, Delaware 19903
<http://www.doverkentmpo.org>

(302) 387-6030 FAX: (302) 387-6032

CONSULTING SERVICES- MPO STRATEGIC PLANNING **BID #18-001**

The Dover / Kent County Metropolitan Planning Organization (MPO) is seeking priced proposals from qualified consultants to undertake a variety of “on-call” assignments in support of the MPO's strategic planning initiative that will result in the implementation of a transportation, land use, and economic development strategy for Kent County.

Interested parties are asked to submit a priced proposal in writing to state their interests and qualifications. Proposals should include one (1) original and five (5) copies, and be sent to the Dover / Kent County MPO via U.S. mail at P.O. Box 383, Dover, Delaware 19903, by **2:00 p.m. on Wednesday, March 21, 2018.**

NOTE: Bidders are responsible for obtaining bid information from the Dover / Kent County MPO website at <https://doverkentmpo.delaware.gov/>

Questions about the project should be directed in writing by **noon Wednesday, March 7, 2018**, to Cathy Samardza, Executive Secretary, by e-mail at catherine.samardza@doverkentmpo.org.

INSTRUCTIONS FOR PROPOSAL

Sealed proposal envelopes shall carry a clear notation in the lower left quadrant, “**Consulting Services – Land Use Strategic Planning, Bid #18-001.**”

FAX proposals **cannot** be accepted.

Pursuant to Delaware state law, no contract will be awarded to any vendor unless, before or in conjunction with the actual award of the contract, such vendor has submitted proof satisfactory to the MPO, to the awarding agency, or the designated representative of the MPO or the awarding agency, as the case may be, that it and each and every subcontractor named by it in its bid, if any, will at the time it submits such proof have valid and effective licenses required by the State, and the political subdivisions, if any, in which the project is located, and the United States government, in order for each of them (i) to do business therein; (ii) to comply with all tax laws thereof; and (iii) to perform the labor and/or supply the material involved in the performance of the contract.

Awards, if any, will be made in conjunction with the Delaware Code, Subchapter 2, Chapter 69, Title 29.

Minority and Women-owned Business Enterprises (MWBE) will be afforded full opportunity to submit proposals, and will not be subject to discrimination on the basis of race, color, nation origin, sex, religion, age, disability, or sexual orientation in the consideration of this award.

Mailing address:

Dover / Kent County MPO
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OVERVIEW

The Dover / Kent County Metropolitan Planning Organization (MPO) was formed in 1992 to advance current and future regional transportation efforts in central Delaware. The MPO is centrally located in Kent County, Delaware which has a population of approximately 174,000 people within any of its 586 square miles of land made up of unincorporated area (County) and incorporated (municipal 17 towns and 3 cities) area. There are seven (7) airports, one (1) heliport, two rail road freight lines, 1,484 miles of roadway (arterial, collector, and local), and 13 transit bus routes.

Since the formation of the MPO, the transportation needs of the region have become a focus due to the requirements by the federal and state governments regarding air pollution, traffic mitigation efforts, and land use planning. The MPO was established for the purpose of encouraging a cooperative, comprehensive, and continuing (3-C) process among neighboring governmental units on all matters that have community impact as required by 23 USC 134.

The MPO utilizes multimodal transportation studies to achieve informed decisions aimed at helping achieve desired outcomes for the region's multimodal transportation systems as documented in three main documents — its Long Range Transportation Plan, its Transportation Improvement Program and its Unified Planning Work Program. The Long Range Transportation Plan (2017 Metropolitan Transportation Plan) is an investment plan covering 20 years. The Transportation Improvement Program (TIP) is a five-year plan for funding capital infrastructure projects. The Unified Planning Work Program (UPWP), produced annually to support conceptual plans and research. The annual UPWP contains a subtask regarding Transportation Studies which describe the MPO's additional transportation planning studies as requested by state agencies and member municipalities throughout the year. FY19 and future studies can be classified to include but not be limited to the following categories:

- **Bicycle and Pedestrian Feasibility Study**
- **Parking Study**
- **Transportation Corridor Study**
- **Transportation Improvement District Study**
- **Transit Study**
- **Freight (Rail or Truck) Study**
- **Performance Measures**
- **Miscellaneous Transportation Study**

The Dover / Kent County Metropolitan Planning Organization (MPO) is embarking on a strategic planning initiative to integrate transportation and land use strategies in its multi-modal transportation plans in an efficient and timely manner. To achieve this goal, the MPO is re-evaluating **its transportation studies procurement policies and processes** and is initiating a number of planning activities that will improve its ability to carry out its mission.

PURPOSE

The MPO is seeking qualified consultants to undertake a variety of “on-call” assignments in support of the strategic planning initiative that will result in the implementation of an integrated transportation and land use strategy for Kent County. This **(5) five- year strategic contract** initiative will have a strong emphasis on transportation strategy implementation and will build on the goals and objectives established in the 2017 Dover / Kent County



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Metropolitan Planning Organization's Vision 2040 Metropolitan Transportation Plan Update.

Highly qualified consultant firms are sought who possess one or more of the following areas of expertise (sample activities are listed under each area of expertise) as **well as the eight (8) tasks** in the anticipated scope(s) of working section:

• **Transportation**

- Conduct data collection initiatives. Data to include but not limited to safety issues; road capacity and level of service; traffic signaling; pedestrian, bike, and vehicle counts; transit; commercial freight (truck and rail) activity, etc.
- Develop Travel Demand Management (TDM) strategies. Identify alternative transportation approaches acceptable to both DelDOT and Kent County.
- Develop Road Concept Plans and Operations Studies.
- Conduct Transit Studies.
- In conjunction with DelDOT and Kent County, develop a Transportation Improvement District (TID) plan.
- Conduct multi-modal transportation analysis with emphasis on integration with land use and optimization of sustainable transportation options (public transit, biking, walking, rideshare, etc.).
- Development of "Complete Street" designs and policy tools.

• **Land Use Planning and Development**

- Prepare "action plans" based on market reality for corridors and areas requiring reinvestment, as well as, infill and new development opportunities.
- Develop redevelopment strategies for commercial corridors, centers redevelopment and Brownfield sites.
- Develop capital improvement/infrastructure cost estimates.
- Conduct Comprehensive Planning Initiatives for MPO partners (i.e. Kent County Municipalities; State and Local Government agencies; etc.).
- Neighborhood and community revitalization and design planning.
- Land use and development capacity analysis.

• **Outreach, Civic Engagement, and Process Enhancement**

- Public outreach and communications.
- Design and implement social media initiatives for various MPO activities.
- Workshop and community involvement facilitation.
- Review MPO procedures and processes, and develop recommendations to streamline all aspects of the MPO's review and planning actions while reducing uncertainty and redundancy.
- Develop processes and procedures that are clear and transparent to all stakeholders.

ANTICIPATED SCOPE(S) OF WORK

The MPO **anticipates** the following examples of tasks to be undertaken as part of this on-call contract:

- **Bicycle and Pedestrian Feasibility Study**
- **Parking Study**
- **Transportation Corridor Study**
- **Transportation Improvement District Study**
- **Transit Study**



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- **Freight (Rail or Truck) Study**
 - **Performance Measures**
 - **Miscellaneous Transportation Study**

1. **Bicycle and Pedestrian Plans or Studies.** The MPO has a number of bicycle and pedestrian initiatives. An example of a potential study would be a Bicycle **and/or** Pedestrian Connectivity and Safety Study to develop local or region wide bicycle and pedestrian network plans to improve the conditions bicyclists and pedestrians face daily while using the network for recreation and/or transportation purposes. Tasks could include the review of community master and/or transportation plans, and other pedestrian/bicycle focused studies, to understand the conditions bicyclists and pedestrians encounter and how they get to the destinations they travel to or wish they could reach via the bicycle and pedestrian network. The study could critique the current bicycle and pedestrian network and look at the future network and propose how it can be improved from the contacts of public health and safety.

2. **Parking Study.** The MPO has been requested by some of its municipal partners to perform analysis of existing downtown parking facilities. These studies may include but not limited to the following tasks: (1) Consider applicable recommendations for future land use in the Downtown Planning Area contained in the current Comprehensive Plan and existing zoning regulations. (2) Determine current and future parking needs and expansion plans. (3) Inventory existing downtown parking facilities and parking management solutions such as Parking Terraces, on-and-off-street parking regulations, bus stops and transit facilities, and outlying surface parking lots. (4) Survey existing users including businesses and employees, institutions, customers in the downtown area, and various college (i.e. Delaware State University, Delaware Technical & Community College, Wesley College, etc.) student representatives.

(5) Analyze Dover's (or other cities' or towns') seasonal competition for space in public parking facilities between college students, visitors to Dover (or other towns), local merchant customers and employees, and recommend solutions to alleviate and/or manage that conflict effectively. (6) Analyze patterns of use of the existing downtown parking facilities. (7) Analyze bicycle parking facilities and needs. (8) Analyze current enforcement systems, practices, and fees. Studies could also include evaluation of various parking strategies which could be used in the downtown area(s).

3. **Transportation Corridor Study.** This scope of services would be prepared for the purpose of providing the Delaware Department of Transportation or MPO partners with a Corridor Planning Study to evaluate various road corridors (i.e. SR 1, Route 13, Route 113, etc.) within Kent County or an applicable city/town. This project would be coordinated with local and regional agency partners to develop potential solutions that establish a more walkable urban environment utilizing a context-sensitive approach; to coordinate the development of a future vision for the subject corridor that establishes a multi-modal approach to providing for future transportation needs; involves a community-based evaluation to determine how best to meet the needs of current and future users; and to establish a long-term plan to guide evolution of the corridor that appropriately correlates the balance between land use and transportation planning. The purpose of Corridor Planning Studies could also include the development of a *Corridor Alternatives and Strategies Report*, which would outline a series of guiding goals and objectives, which identifies a range of multi-modal solutions to address the mobility needs within a context that reflects the long term vision for the study corridor.

4. **Transportation Improvement District Study.** The Delaware Department of Transportation (DelDOT) defines a Transportation Improvement District (TID) in its Standards and Regulations for Subdivision Streets and State Highway Access (Standards and Regulations)* as "a geographic area defined for the purpose of securing required improvements to transportation facilities in the area." DelDOT is responsible for maintaining nearly 90% of more than 13,000 lane miles in Delaware while the nationwide average for states is approximately 20%. Potential TID studies will include a review of a transportation-based impact fee which provides a way to equitably distribute the cost of development-related growth and infrastructure improvements to the private sector that benefits from the



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facilities, rather than costs being absorbed by the general public. Potential Kent County TID studies may include identifying a funding mechanism to secure required, long-term improvements on a "fair-share" basis from developers to fund transportation infrastructure and facilities within that area. Kent County TID studies may be required to review land development pressures and targeted growth areas for market-ready (re)development and potential unintended consequences of growth including sprawl, traffic congestion, environmental problems, and increased costs for necessary public services and infrastructure.

5. Transit Study or Needs Assessment. The purpose of a potential MPO Transit Study or Needs Assessment would be to provide information for the potential expansion of Kent County, Delaware transit service beyond the current scope of existing transit providers in the county. The Study could involve an analysis of latent transit demand throughout the county but particularly in outlying areas. The primary goals being to: a) examine the current transit use and service provided and identify gaps in service; b) anticipate future transit demand by identifying areas that may need transit to meet demand; and c) if a latent demand is identified to identify options and financial implications of future public transportation service.

6. Freight (truck or rail) Study and/or Plans. The potential study(s) may describes current freight systems in Kent County, Delaware including an inventory of infrastructure, volume and types of freight. It also might cover the economic impact of the regional and national freight corridors on Delmarva including freight-dependent and supporting industries and their associated workforce. Growth possibilities could be examined, both potential freight generators and projected industry growth in the region over 5-year, 20-year, and 25-year time spans. The study might provide various scenarios based on modeling programs: economic impact; changes in truck congestion; and projected impact on greenhouse gas levels. It also may provide analysis of the impact of off-peak shipping and receiving, as well as examining the relationship between the tourism and freight industries. Finally, it might identifies policy issues and provide considerations to guide the efforts of the agencies involved. The study outcome would be reported in two documents: Summary Report and a Technical Report that contains details on the data collection, reporting, and analyses.

7. Performance Measures. Performance Measures (PM) for the MPO will provide a standardized and supportable performance measurement process that can be applied to transportation systems in Kent County Delaware. Scope may include development of PM guidebook to assist in measuring roadway-related transportation and transit system performance. This guidebook would provide a toolbox from which to select appropriate methodologies for performance measurement in Kent County. Performance measures would need to be rigorous and supportable in order to be meaningful for decision-making and consist of the following seven main **Federal Highway Administration** performance categories are described: Safety; Infrastructure Condition; Congestion reduction; System reliability; Freight movement and economic vitality; Environmental sustainability; and reduction of project deliverable delays. Likewise, the following **Federal Transit Administration** performance categories would also apply: Safety; and Infrastructure Condition (State of Good Repair: Transit Asset Management).

8. Miscellaneous Transportation Study. Other Land Use, Transportation, and Comprehensive Plans would evaluate existing land uses and potential transportation alternatives to address the long-term, multi-modal transportation improvements required to accommodate a potentially significant level of development within and adjacent to the Project area. The potential plan(s) could also develop the framework for a Transportation Improvement District (TID) for all or a portion of potential project areas to help share the overall financial burden of public transportation infrastructure improvements. The primary goal of potential plans would be to find the most cost effective transportation solutions that will coordinate with and support planned development in the area in a compact, pedestrian-friendly, and mixed-use manner. Potential "other" plans might also provide input to the developers and other interested parties regarding on site designs that will achieve the most walking, biking, and transit use. Potential "other" plans may also be implemented through a number of means, including guidance to the private sector for use in development proposals, potential amendments to County and City ordinances, and guidance



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for future State and City capital planning and transportation grant applications.

MULTI-AWARD

The MPO intends to **select multiple firms** at its discretion in order to ensure that it has a prequalified pool of consultants with the full range of disciplines at its disposal to work with staff on various assignments. Teaming arrangements are not required.

After selections are made, the MPO intends to open task orders for pre-qualified consultants as necessary and as funding is approved and available. Consultants will be asked to prepare a detailed scope, schedule and budget for each task order. Consultants may also be required to coordinate and work with other consultants on some or all assignments. All tasks will be under the direction of the MPO manager who will oversee and actively work with consultants to complete each assignment.

ADDITIONS

The MPO may require other related services not specifically listed.

INDEMNITY

Vendor shall indemnify, defend, and hold harmless the MPO from and against any and all claims, demands, suits, judgments, costs and expenses asserted by a person or persons, including, but not limited to, agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss of damage to property, resulting from operations or use of services, products and/or equipment purchased hereunder, or sustained in or upon the premises of the MPO.

FUNDING OUT

The approval and continuation of this contract is contingent upon funding appropriated and approved by the Dover / Kent County MPO Council through the Federal Highway Administration (FHWA), Federal Transit Administration (FTA), and the Delaware Department of Transportation (DelDOT).

COMPANY TRADE SECRETS

Proposal information is subject to the Freedom of Information Act (FOIA). Firms must designate those items that are considered "trade secrets" as defined in the Delaware State Code Title 29 Chapter 100. Otherwise all information will be provided to the requester.

ORGANIZATION OF PROPOSAL

Proposal should be concise and focused. To aid in the comparative evaluation of proposals, please include the following in the order in which it appears below:

1. Introduction

- a. Name, address, phone, and fax number
- b. Brief background history of the firm/consultant
- c. Principals of firm, number of staff
- d. Services offered by firm/consultant

(Note: A brief summary of the introduction information should also be included in the



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transmittal letter.)

2. Qualifications

- a. Include a description of the firm's background and experience in providing the services offered.
- b. Include proposed key personnel along with brief resumes for each.
- c. Provide brief summaries of projects which the firm has undertaken which are relevant to the services being offered. Include project name, name of client organization, year of completion, services provided, the firm's role, and description of outcomes.
- d. Complete the Self-identification of in-house expertise/experience (see Form A attached).

3. Approach and Methodology

- a. Include a narrative describing how the firm typically approaches the type of services being offered and its general understanding regarding the nature and type of services which the MPO is seeking.
- b. Describe the methodologies and timeframes for which your firm typically uses to carry out these services, including use and/or development of best practices and other innovative tools.

4. References

- a. Provide a minimum of three (3) references where similar work has been performed by the firm.

5. Location of Firm

- a. The MPO encourages the use of Delaware Labor. Please specify the office location(s) and percentage of the primary and sub-consultant (if applicable) that will be provided by each office.

6. Supplier Diversity

- a. The MPO encourages supplier diversity among firms. Please provide information on your firm's effort to encourage supplier diversity in your workforce and in the selection of sub-contractors.

7. Familiarity with the Dover / Kent County MPO

- a. Please list any active relevant projects within Kent County or Municipalities of Kent County.
- b. List any completed relevant projects in Kent County or Municipalities of Kent County within the past 3 years.

COST PROPOSAL

Firms shall submit a list of hourly labor rates (fully burdened) for all personnel proposed to work on tasks. These rates will be used by successful candidate firms as the basis for developing budgets and detailed scopes of work once a contract is in place.

INSURANCE



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Workers' Compensation & Employer's Liability Insurance : Vendor shall purchase and keep in force and effect workers' compensation insurance that will provide the applicable statutory benefits for all of the vendor's employees who may or do suffer covered injuries or diseases while involved in the performance of their work for the Vendor; and, even if permitted to do so by statute, Vendor shall not reject any workers' compensation insurance option that, in the absence of such a rejection, would be applicable to any of the said employees. The policy providing the workers' compensation insurance shall include: (1) broad form all-states coverage; (2) an endorsement that specifically waives any subrogation rights the insurer would otherwise have against the MPO, its officials or employees.

Vendor shall purchase, and keep in force and effect, Employers' Liability insurance with maximum limits for each employee of \$1,000,000 for each bodily injury by accident, or occupational disease, and \$1,000,000 aggregate maximum limits for all bodily injuries by accidents and occupational diseases within the coverage period, regardless of the number of employees who may sustain bodily injuries by accident or occupational disease.

Automobile and General Liability Insurance: Vendor shall purchase: (1) motor vehicle liability coverage, for owned, hired and non-owned vehicles, covering any and all claims for bodily injury and property damage that arise out of Vendor's performance of work for the MPO, (2) comprehensive Commercial General Liability (CGL) insurance with limits of no less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The CGL policy shall be extended by endorsement or otherwise to also include (a) coverage for Contractual Liability assumed by Vendor, with defense provided in addition to and separate from policy limits for indemnities of the named insured, (b) coverage for Independent Contractor Liability providing coverage in connection with such portion of the Services being subcontracted prior to any of the Services being subcontracted, in accordance with the terms and conditions of this Agreement, (c) coverage for Broad Form Property Damage Liability, (d) coverage for Personal Injury and Advertisers Liability, (e) products and completed operations.

(X) Professional Liability Insurance (applicable if checked): Each vendor of professional services for whom this provision is applicable shall provide professional liability insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

All insurance required under this contract except workers' compensation, employers liability, and professional liability (if applicable) shall be provided on a policy(s) that specifically names the MPO, its officials and employees as additional insured.

Each policy shall provide an endorsement that specifically waives any subrogation rights the insurer would otherwise have against the MPO, its officials or employees.

Each policy shall be endorsed to require the insurer to give the MPO at least thirty (30) days' advance written notice of the insurer's intention to cancel, refuse to renew, or otherwise terminate the policy, suspend or terminate any coverage under the policy, or reduce any policy limits, increase any policy deductibles, or otherwise modify or alter any terms or conditions of the policy or renewal issued by the same insurer.

Each policy shall be written by a carrier licensed by the State of Delaware to do insurance business of the type involved in the State of Delaware, and which has, and maintains for the life of this contract, at least an "A" rating from the A.M. Best Agency with "Stable" outlook. Any change in this rating or outlook must be related to the MPO by the Vendor or insurance carrier as soon as possible upon learning of same; and the Vendor shall use due diligence with its insurance broker or carrier to keep track of same.

All insurance required under this contract except workers' compensation, employer's liability and professional



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liability shall expressly provide that such insurance shall be primary insurance; and any similar insurance in the name of Vendor shall be excess and non-contributing. Deductibles for insurance provided under this contract shall not exceed five percent (5%) of policy limits.

EVALUATION COMMITTEE

Based on the criteria established pursuant to the *Delaware State Code*, an evaluation committee will be selected to evaluate and rank in writing all proposals. The MPO Executive Director and/or the MPO Council shall have the right to negotiate with individual offerors after their proposals are ranked. The MPO Executive Director shall establish procedures and schedules for conducting negotiations. Disclosure of an offeror's price(s) to another and any information derived from competing proposals is prohibited. The MPO Executive Director may issue a written request for best and final offer. The request shall set forth the date, time and place for the submission of best and final offer.

At any point in the negotiation process, the MPO Executive Director and/or the MPO Council, at his, her, or their discretion, may terminate negotiations with any and all offerors.

Submitted proposals will be evaluated on the following criteria. A weighted average formula will be utilized.

Evaluation Criteria:

Experience and background in Transportation and Planning Services or other areas of expertise listed	0-30
Expertise of the proposed team or expertise of individual consultant.....	0-20
Methodology, approach and measurable success (references) related to areas of expertise.....	0-15
Familiarity working with government transportation agencies and current trends across the country.....	0-15
Location of office(s) that will provide consulting services	0-10
Distribution of Work.....	0-05
• List any active projects with the Dover / Kent County MPO	
• List any completed projects in the past twelve (12) months	
Cost Proposal (Hourly Rates)	0-05

Name of Company:_____

Address:_____

Telephone No._____Fax No._____

Signature:_____Federal Tax I.D. No._____



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Printed Name: _____ Email (REQUIRED): _____

Date: _____

FORM A

Self-Identification of In-house Expertise/Experience

(Check one box per area of expertise)

Area of Expertise	No Experience 1	Minimal Experience 2	Some Experience 3	Good Experience 4	Highly Experienced / Core Service 5
Bicycle and Pedestrian Feasibility Study					
Parking Study					
Transportation Corridor Study					
Transportation Improvement District Study					
Transit Study					
Freight (Rail or Truck) Study					
Performance Measures					
Miscellaneous Transportation Study					



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DOVER / KENT COUNTY MPO, DELAWARE **PROCUREMENT AFFIDAVIT**

AUTHORIZED REPRESENTATIVE

I HEREBY AFFIRM THAT:

I am the (title) _____, and I am duly authorized to represent and bind (business) _____ (the "Business"), and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies has been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for non-procurement suspension and debarment.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Date: _____

By: _____

Name:

Title: _____

(Authorized Representative and Affiant)